



Approved Minutes
Tuesday, February 25th, 2025 - 5:00pm
Regular Meeting of the Board - Hartford Parking Authority
11 Asylum Street, 2nd Fl, Hartford, CT 06103

Commissioners Present

Zoe Chatfield, Commissioner – HPA Conference Room

Jack Sullivan, Commissioner – HPA Conference Room

Amir Johnson, Commissioner – Zoom

Also Present for HPA:

Jill Turlo, CEO – HPA Conference Room

Shandia Drummond-Butt, Director of Operations – Zoom

Kay Al Mannai, Director of Strategic Growth & Finance – HPA Conference Room

John Michalik, Finance Manager – HPA Conference Room

James Del Visco, Corporation Counsel – HPA Conference Room - left the meeting at 6:40 pm

Natalie Reichle, Corporation Counsel – Zoom Ken Sugarman, Desman Design Management – HPA Conference Room

Dan Nash, Reimagined Parking – HPA Conference Room

Eric Hood, Reimagined Parking – HPA Conference Room

Stathis Manousos, Public – HPA Conference Room

1. Call to Order

Ms. Chatfield called the February 25th, 2025, Regular Board Meeting of the Hartford Parking Authority (“Authority” or “HPA”) to order at 5:06 pm.

2. Roll Call of Commissioners

The Board Secretary, Mrs. Drummond-Butt, conducted a roll call and announced that a quorum was present. The record reflects the absence of Commissioner Cal Torres and Commissioner Christian Sager.

3. Chair Comments

Ms. Chatfield thanked the Board Members for their contribution to the letter, regarding a long-term parking plan for Dunkin’ Park to the Mayor’s office and confirmed she will be sending the letter to the City and will update the Board on a response once received.

4. Approval of the Minutes for the Regular Board Meeting on January 28th, 2025

Ms. Chatfield polled commissioners for corrections to the minutes. As there were no corrections presented, Mr. Sullivan moved to approve the minutes.

VOTED: Approval of January 28th, 2025, Regular Board Meeting Minutes, seconded by Mr. Johnson.
(Ayes – Sullivan, Johnson, Chatfield)

5. **Public Comment** – None.

6. **Reports and Action Items**

Personnel Committee – Mr. Torres

- Discuss and Approve Resolution for the Finance Manager Contract for John Michalik, Commencing March 1st, 2025.

Mrs. Al Mannai presented the new updated contract for John Michalik’s consulting renewal, with an updated term of two (2) years. Mrs. Al Mannai explained that this approach will ensure a smooth succession plan and provide ample time to train a new Finance Manager when the need arises. Ms. Chatfield thanked Mr. Michalik for his work with HPA and for going above and beyond in his role with Finance. Hearing no need for further discussion, Ms. Chatfield asked to entertain a motion to accept the Resolution. Mr. Sullivan moved to approve the Resolution for the Finance Manager Contract for John Michalik, commencing March 1st, 2025.

- **VOTED:** Approval of Resolution for the Finance Manager Contract for John Michalik, Commencing March 1st, 2025, seconded by Mr. Johnson.
(Ayes – Sullivan, Johnson, Chatfield)

Finance Committee – N/A

- January Financial Update

Mr. Sullivan opened the discussion by expressing gratitude to Mr. Michalik and Mrs. Al Mannai for their efforts in preparing the FY 25-26 budget and presenting it to the Mayor’s Office.

Mr. Michalik then presented the January financial report to the Board, noting that revenue, expenses, and operating income were on target for the month. Operating income reflected a favorable variance, with a surplus of \$96K. While revenue remained stable, it resulted in an unfavorable variance of approximately \$63K due to the shortfall experienced in August and September. Expenses, on the other hand, showed a favorable variance of \$160K.

Key factors influencing these figures included activity at the MAT garage, where a major lost account was partially offset by new accounts, and event revenue, which is currently pacing \$83K ahead of budget. Parking enforcement remained on budget for the fourth consecutive month, with a year-to-date shortfall total of \$127K received in citation collections, a figure impacted by the



transition to a new software system which resulted in weaker performance in August and September. This transition has also led to cost savings on DMV lookups although further data is pending from Reimagined on that item.

Mr. Michalik highlighted a surplus in event revenue for 275 Windsor Street, currently at \$53K, and noted that this figure is expected to double with the start of the Yard Goats season. He further mentioned that any surplus would be allocated to R&R to help mitigate shortfalls.

Ms. Chatfield inquired about the reduction in DMV look-up costs following HPA's transition to the Duncan software. In response, Mr. Nash explained that the return rate on incorrect registered owner information has decreased. Ms. Turlo requested data comparing the previous return rate to the current rate.

Ms. Chatfield moved to accept the January 2025 Finance Report.

- Acceptance of Monthly Finance Report for January 2025.

VOTED: Acceptance of the January 2025 Monthly Finance Report, seconded by Mr. Johnson
(Ayes –Sullivan, Johnson, Chatfield)

(See Monthly Finance Report for details).

- Update to FY25-26 Budget

Mrs. Al Mannai provided an update on the FY25-26 budget, which was recently presented to the Mayor's Office and received positively. She highlighted the budget's focus on leaner operations, allowing HPA to streamline certain functions in collaboration with the City. This approach is expected to create opportunities for more competitive vendor pricing. Mrs. Al Mannai noted that the Mayor's Office is fully supportive of these efforts, and HPA will follow up on operational needs that can be integrated with the City. Ms. Turlo also highlighted the additional revenue streams that Ms. Al Mannai presented for the Mayor's office and was also well received with strong support.

April 30th, 2025 will be the date that the HPA presents the FY25-26 budget to City Council for approval.

Property Management Committee - Mr. Sager

- Property Management Report

Ms. Chatfield reviewed the Property Management report with the Board, noting that there were no significant updates. However, she highlighted that she would be sending a letter to the Mayor's Office regarding Dunkin' Park and the City's commitment to providing parking.

Mrs. Al Mannai informed the Board of upcoming renovations to the MAT Garage, which have been identified by Desman Design Management's Ken Sugarman as immediate priorities that will impact R&R. Ms. Chatfield requested clarification on these renovations and whether they would be included in Phase I of the capital improvement plan. Mrs. Al Mannai confirmed that they would not be part of the first phase.

Ms. Chatfield also requested an update on the Trumbull Street elevator lobby renovation in partnership with the BID. Ms. Turlo explained that the renovations are currently on hold due to weather conditions and will resume in the spring once the temperatures rise.

Mrs. Drummond-Butt provided an update on Friday sanitation operations, stating that HPA is currently in the planning phase and will begin discussions in mid-March, with the new Friday route scheduled to begin Phase I in April. She, along with Mr. Gonzalez, Senior Manager of On-Street Projects, will present the finalized plan to the Board at the March meeting.

(See Property Management Report for details).

- MAT Garage & Library Parking Deck Annual Assessments – Ken Sugarman, Desman Design Management

Ken Sugarman, Senior Associate with Desman Design Management, presented the annual assessments for the two garages currently managed by HPA.

The first assessment focused on the Library Deck, a smaller garage with fewer renovation needs compared to the MAT Garage. Mr. Sugarman noted that previous recommendations for repairs and improvements to the Library Garage had been delayed due to a planned State of Connecticut project that would have impacted the facility. However, it was recently confirmed that the state project funding fell through and will not be moving forward. With this confirmation, the HPA can now review its budget and determine the prioritization of necessary updates and renovations to ensure the facility remains safe, functional, and aligned with long-term operational goals. Given the scope of work required, Mr. Sugarman recommended completing the full renovation of the Library Deck as a single project.

The second assessment covered the MAT Garage, a larger and older facility where HPA has been implementing incremental renovations over the years. Mrs. Al Mannai highlighted that the assessment costs were slightly higher this year due to inflation, increased deterioration, and the passage of time.

Based on the findings, HPA is updating its budget to incorporate the required renovations and enhancements outlined in the assessment. This strategic approach ensures that resources are

allocated effectively to maintain and improve parking infrastructure in alignment with operational and community needs.

- Reimagined Personnel Introduction - Eric Hood, Senior Parking Operations Manager

Reimagined hired a new Senior Parking Operations Manager, Eric Hood, who introduced himself to the Board and updated them on his extensive background. He mentioned that he is excited to bring his skills and knowledge to Reimagined's enforcement operations.

- HPA Office Relocation Options – Review of 20 Church St. Test Fits

Mrs. Al Mannai presented the proposed blueprints for the 20 Church Street office space to the Board, emphasizing that the potential relocation aims to streamline HPA's operations by consolidating enforcement, garage, and administrative functions under one roof. This move is expected to enhance interdepartmental coordination, improve communication efficiency, and reduce logistical delays associated with operating from multiple locations.

She highlighted that this relocation represents the most cost-effective option for HPA, as it would lead to significant savings on lease agreements, utilities, and transportation costs between separate facilities. By optimizing space utilization and reducing redundancies, the new location could improve overall budget efficiency.

Additionally, Ms. Al Mannai underscored the safety benefits of housing all departments in a single, modern facility. A centralized location would provide better controlled access, improved surveillance, and a safer work environment for staff, particularly for enforcement officers who handle high-risk situations and for cash handling for the meter technicians. The consolidation would also enhance operational effectiveness by allowing for quicker response times, seamless collaboration, and better resource allocation.

To ensure Board members have a firsthand view of the space's potential, Ms. Al Mannai stated that she will schedule a walkthrough, allowing them to assess how the facility meets the organization's strategic and operational needs.

Ms. Chatfield asked for updates in the next meeting regarding EV charges and the proposed electric truck purchase. Mrs. Al Mannai gave a brief update on her current conversations with CRCOG and the potential to hop on a State contract for vehicle acquisition needs.

Bylaws and Revisions Committee – Ms. Chatfield

- City Parks Proposed Ordinance Update

Ms. Turlo updated the Board on the status of the City Parks proposed Ordinance update, noting that since the last meeting, she has met with DPW Director Hayes and Councilwoman Bilodeau for a follow up. Councilwoman Bilodeau suggested that Ms. Turlo meet with representatives of

additionally City parks, to which she has had meetings with a representative of Elizabeth Park, who would like HPA's assistance and Goodwin Park, who has identified that they have no need for enforcement in that location currently. Ms. Turlo is still trying to meet with Pope Park and will also follow up with Keney Park. Once she has finalized conversations, Ms. Turlo will reengage with Councilwoman Bilodeau before bringing the proposal before City Council.

Marketing Committee – Ms. Chatfield

- None

CEO Update – Ms. Turlo

Ms. Turlo updated the Board on her discussion regarding an off-street validation program and the follow-up with our service provider, Amano McGann. Amano McGann confirmed that our current infrastructure is capable of supporting a validation system. However, HPA is holding off on moving forward, as discussions with the Mayor's office indicate talks with private parking entities, LAZ and Propark, about an off-street validation program. HPA will provide further updates to the Board after a meeting with the City's COO regarding the proposed program.

Ms. Turlo also informed the Board about an issue with its sign printer, which requires the replacement of the print head assembly and associated parts, resulting in a significant repair cost. Ms. Turlo reviewed open projects requiring use of the printer against quotations for signage through external vendors. Mr. Michalik suggested that HPA consider selling the printer to the City, allowing them to take ownership of the sign printing process and relieving HPA of this responsibility Ms. Turlo agreed to engage with DPW to assess interest and to follow up with the Board before proceeding. The Board approved the purchase of Icy Conditions signage and surface lot informational signage through external vendors while the sign printer is nonfunctional.

ADJOURNMENT – Ms. Chatfield made a motion to adjourn the meeting.

VOTED: Adjourn February 25th, 2025, Regular Board Meeting at 7:24pm, seconded by Mr. Sullivan.

(Ayes –Johnson, Sullivan, Chatfield)

Respectfully submitted,

Shandia Drummond-Butt

Mrs. Shandia Drummond-Butt

Secretary to the Board



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